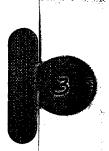
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ORGANIZATION, RELATIONSHIPS AND FUNCTIONS

of the

CAREER SERVICE HOARDS

- I. Organization of the Career Service Boards
- II. Functions of the CIA Career Service Board
- III. Functions of the Secretariat of the CIA Career Service Hoard
- IV. Functions of an Office/Career Service Board

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I. Organization of the CARRER SERVICE SCARGE

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CIA CARREN STRVICE BYAHD

DCT

Deputy Director of Central Intelligence

Deputy Director/Plans

Deputy Director/Intelligence Deputy Director/Administration

Importor General

Assistant Director (Personnel)

Pirector of Training

Three Assistant Directors (or Office Heads), each to serve for terms of six months' duration (see

attached Schedule A)

Executive Secretary - Hom-voting

Three members of the Board constitute a quorum. If a member can not be present, he may send a representative sho will not, however, be counted in determining whether a querum is present, nor may he cast a vote, formally, on bonalf of his principal. The Board will hold scheduled monthly meetings, and agenda and minutes of meetings will be distributed to all persons on Schedule A.

SECRETARIAY

The Career Development Staff of the Office of Personnel serves as the Secretariet of the CIA Cureer Service Board and the Chief, Career Development Staff serves as the Executive Secretary of the Board.

Note:

The 17 Office Career Service Boards, with composition as shown at the lower left, are located in the following walts of CIA:

OSO OPC COMMO TSS	oci oci oci oci	Training Personnel Administration Comeral Services 1460
	ONE	Procurement

Finance.

Office Career Service Scard

Assistant Director (or Office Head) ex officio Three or more Staff or Division Chiefs, or comparable high-level officials Secretariat - Non-voting. (In most cases it will be composed of Administrative and Personnel Officers of the Office concerned and will perform staff support for the Board.)

Functional Boards

Hazardons Duty Board Romer Averds Board Professional Selection Panel Solection Boards for Service Schools, etc.

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II. Pumetions of the CIA Career Service Board

- 1. Develops policy governing the Career Service Program for approval by the DCI and serves as his advisor on all matters concerning the Program.
- 2. Supervises and reviews the functioning of Office Career Service Boards.
- 3. Establishes and maintains an inventory of Executives (85 li and above).
- i. Takes recommendations for filling key positions in the Agency with personnel from the Inventory of Executives.
- 5. Reviews evaluation of personnel contained in the inventory of Executives and recommends rotation programs for their further development.
- 6. Approves the allocation of Rotation Loan Slots to Office Gareer Service Boards. (see Schedule B)
- 7. Appoints supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as Mazardous Duty Board; Board Awards Board; Selection Board for Service Schools; Professional Selection Panel; etc., drawing on Agency personnel as necessary.
- 8. Prepares and submits annually to the RCI a summary of the operation of the CIA Career Service Program.

III. Functions of the Secretariat of the CIA Career Service Board

- 1. Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
- 2. Performs all secretariat and administrative functions for the CLA Career Service Board. These include, but are not limited to:
 - a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agends and records of meetings.
 - b. Transmitting to the CTA Career Service Board recommendations of the Office Career Service Boards for consideration and current status of rotation appointments for review.
 - c. Initiating and supervising such studies as are needed to improve the Career Service Program.
 - d. Assisting Office Career Service Boards in effecting rotation appointments.
 - e. Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
 - f. Coordinating with the Office of Training training arrangements and meeds respecting the CIA Career Service Program.
 - g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Assencywide basis.

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IV. Punctions of an [Office] Career Service Board

- 1. Serves as advisor to the Assistant Director (or Office Head) on all matters pertaining to the Career Service Program.
- 2. Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
 - a. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.
 - b. Spensoring, developing and executing the Career Service Program of the Office concerned including an intra-Office rotation system, and reporting periodically to the CEA Career Service Board.
 - c. Reviewing Personnel Evaluation Reports and proposed development, training, assignment, advancement and promotion plans for individuals.
 - d. Recommending cancellation or continuance of carear development actions.
 - e. Participating in the development and execution of approved extra-Office rotation systems.
 - f. Substituing a semi-annual Personnel Systuation Report to the sponsoring Office on each rotation appointed from another Office.
 - g. Ensuring that the retation appointees detailed by their Office to another Office are not everlocked for warranted promotion and ensuring that rotation appointees received by their office are productive and their assignments commensurate with the purpose of the appointments.
 - h. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morals and increase "esprit de corps".
 - 1. Reviswing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons at the long-range potentiality.
 - 3. Supervises supporting groups or Spards as appropriate for handling specialised functions, assigning to them Office personnel as necessary.

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Schedule A

Tours of Duty

of

ASSISTANT DIRECTORS (or Office Heads)

with the CLA CAREER SCAVICE BOARD

1. According to the following schedule there is at all times an Assistant Directon serving as a member of the Board, from each of the principal areas of command; DD/P, DD/I and DD/A. Since each individual serves for a term of six months, and since the number of available individuals in each area is different, the rotation cycle varies in each area of command as follows:

DD/P area 5 available cycle complete in 30 months	DD/I area 7 available oycle complete in h2 months	DO/A area 7 available cycle complete in 42 months
Jul 52-Aug 52 ADSO Sep 52-Feb 53 ADFC Mar 53-Aug 53 ADCO Sep 53-Feb 54 ADO/P/Admir Mar 54-Aug 54 AC/ISS Sep 53-Feb 55 ALSO Mar 55-Aug 55 ADFC Sep 55-Feb 56 ALGO	Jul 52-Oct 52 ABOR Nov 52-Apr 53 ADCD May 53-Oct 53 ADCD May 53-Oct 54 ADRR Nov 53-Apr 55 ADRR Nov 53-Apr 55 ADDC May 55-Apr 56 ADDC	Jul 52-Dec 52 Security Officer Jam 53-Jun 53 General Counsel Jul 51-Dec 53 Chief, Medical Staff Jam 51-Jun 51 ADD/A Jul 51-Dec 51 Comptroller Jam 55-Jun 55 Chief, Proc. & Supply Jul 55-Dec 55 Chief, Gen. Services Jam 56-Jun 56 Security Officer
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2. Retirement and Replacement Schedule

Jul-Aug 1952

ADSO ADCI

Security Officer

Sep-Oct 1952

ADOI

Security Officer

ADPC

Nov-Dec 1952

Security Officer

ADFU ADOD

Jun-Peb 1953

ADFC

ADCD

General Counsel

Mar-Apr 1953

ALCD

Compral Counsel

ADCIO

May-June 1953

General Counsel

ADCO ADOO

Jul-Aug 1953

ADCO

ADOO Chief, Medical Staff

Sep-Oct 1953

ATXXX

Chief, Medical Staff

ADD/P/Admin

Nov-Dec 1953

Chief, Medical Staff ADD/P/Admin

ADSI

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Jan-Peb 1954	ADD/P/Admin ADDI ADD/A
Mar-Apr 1954	ADDIA ADDIA ACIES
May-June 1954	ADD/A AC/TES AD/AR
Jul-10g 1954	AC/TSS AD/AR Comptroller
Sep-Oct 1954	AD/RR Comptroller ALSO
Nov-Dec 1954	Comptroller ADNE
Jan-Feb 1955	ADSO ADME Chief, Procurement and Supply
Mar-Apr 1955	ADME Chief, Procurement and Supply ADMC
May-June 1955	Chief, Procurement and Supply ADFC ADEC
Jul-Aug 1955	ADRO ADIC Chiof, General Services

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Sept-Out 1955

ADIC

Chief, General Services

Nov-Dec 1955

Chief, General Services

ADCT

Jan-Feb 1956

ADGO

ADCI

Security Officer

ote.

SECRET

Security Information

Schedule B

ROTATION LOAN SLOTS

1. Rotation Loan Slote, "open" with respect to grade and over and above the normal T/O of the Offices, are allotted to the Offices as indicated below. Only personnel on "loan" rotation appointment will be carried against these slote. These slote will only be used to effect rotation appointments when "exchange" rotation is not practical.

2. The allotments of Rotation Slots are as follows:

			Total
Office of the	DCI	1	1
Office of the Training	DXI	1	ì
Office of the DE/F AD/OPC AD/OPC AD/COMMO TES	DD/P	1 6 4 3 1	17
Office of the ED/I OCD OME OCI OFF	DD/I	1 2 3 1	16
Office of the NE/A Personnel Procurement Finance 188	·	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5
Held in recerv	e by the CI	A Caroer Service	Board 10
		nerskalite iz de.	· · · · · · · · · · · · · · · · · · ·

TOTAL 50